United Nations ST/IC/2000/95

Secretariat

8 December 2000

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Official holidays and closure of Headquarters buildings to the public at Christmas and New Year's Day**

1. In accordance with staff rule 101.3 (a), and as contained in information circular ST/IC/1999/94 of 8 November 1999, the official holiday for Christmas Day 2000 will be Monday, 25 December. For Eid Al-Fitr, it will be Wednesday, 27 December 2000. For New Year's Day, it will be Monday, 1 January 2001, as contained in ST/IC/2000/72 dated 27 September 2000. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 21 and 31 December 2000.

2. The United Nations Headquarters buildings will be closed to the public on 25, 26 and 27 December 2000, as well as on 1 January 2001. An abbreviated schedule will be followed by the guided tours and commercial operations in the Visitor's Concourse on 24 and 31 December 2000. The guided tours and commercial operations will be suspended from 25 to 27 December 2000 as well as on weekends in January and February 2001.

3. As in previous years, staff members wishing to hold parties for Christmas in the facilities on the fourth floor administered by the caterers may do so subject to advance approval by the Office of the Assistant Secretary-General for Central Support Services. Parties will be authorized for 20, 21 and 22 December and may not be extended beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted only once the meetings have adjourned. Small departments or offices may wish to hold joint parties to ease the demand for suitable areas.

* Expiration date of the present information circular: 28 February 2001.

00-78856 (E) 081200

4. Requests for approval to hold parties should be submitted to the Office of the Assistant Secretary-General for Central Support Services, room S-2127A, not later than 14 December 2000, indicating:

(a) Department, office or organization holding the party;

(b) Date and hours of the party;

(c) Proposed location of the party;

(d) Approximate number of persons expected to attend, as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) Name of the senior official designated to assume full responsibility for the party, including all costs;

(f) Type of party and facilities required.

5. Once approval has been granted by the Assistant Secretary-General for Central Support Services, if services of movers, electricians, etc., are required, they will be provided, subject to availability. Organizers will be charged the following rates as these services are performed by outside contractors:

	$ per hour
Movers	42
Electricians	102

6. Requests for these services should be made to the Special Services Section, Facilities Management Division, at extension 3-2214. Requests for catering services to parties should be made in writing to the Banquet Director, Restaurant Associates, room S-414, extension 3-7098 or 3-7099, with a copy to the Chief, Commercial Activities Service, room DC2-0620.

7. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

8. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.